



Parks, Recreation and Marine Recreation Leader Specialist VII

Part-Time Employment Opportunity

Apply by:
March 18, 2016

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$55 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 14 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks and schools. In addition, approximately 12,000 youth participate in non-Department sports leagues that utilize park facilities.

The Department of Parks, Recreation and Marine is seeking qualified candidates interested in applying for **five Aquatics Day Camp Director positions**. The programs and locations for these positions are as follows: Belmont Junior Aquatics Camp at Belmont Plaza Pool, Bayshore Marine Biology Camp at Bayshore Playground, and Bayclub Teen Camp at Leeway Sailing Center. The duties and responsibilities for these positions include:

- Work closely with the Aquatics Supervisor to plan and implement aquatics day camp programming;
- Assist the Aquatics Supervisor with ongoing staff training and annual in-service training;
- Supervise staff and aquatics day camp participants;
- Instruct a variety of swimming classes for camp participants, and complete swim lesson evaluations;
- Monitor and maintain accurate registration and attendance records;
- Perform accounting duties, which include collecting excursion fees and submitting reports;
- Maintain equipment and supplies;
- Act as lead staff in emergency and rescue situations.



Qualifications These positions are open to all candidates meeting the following minimum qualifications:

- Three years of experience working in aquatics or a related field, with one additional year of experience acting as lead staff in an aquatics program;
- Must be at least 18 years of age, and possess a valid California Driver's License;
- Must possess current Lifeguard certification, CPR/AED for Lifeguards, and Water Safety Instructor certification;
- Ability to work independently and exercise good judgment;
- Computer experience: Knowledge of Microsoft Word is required; knowledge of the ActiveNet registration program is desirable;
- Ability to work with children with a wide range of ethnic, cultural, and socio-economic backgrounds.

Hourly Rate These non-career positions are offered at the Recreation Leader Specialist VII level at an hourly rate of \$16.756. The positions are temporary and scheduled hours may vary by week on an as-needed basis. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. From June through August, the successful candidates may work up to 40 hours per week.

How to Apply All candidates should submit a letter of interest and resume. Candidates not currently working for PR&M must also complete and submit an application, which can be obtained from the address below. All documentation must be submitted **no later than 4:30 p.m., Friday, March 18, 2016**, to: Todd Leland, Aquatics Supervisor
Aquatics Administration Office
4320 Olympic Plaza
Long Beach, CA 90803

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

"We create community and enhance the quality of life through people, places, programs and partnerships"